



State of Rhode Island and Providence Plantations
Executive Department
GOVERNOR'S COMMISSION ON DISABILITIES

John O. Pastore (Formerly Howard) Center
41 Cherry Dale Court

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R.I. GOVERNOR'S COMMISSION ON DISABILITIES

ANNOUNCES

\$2,500 FELLOWSHIPS

MARY BRENNAN (PUBLIC AWARENESS) FELLOW

EDWARD J. SCHROEDER (LEGISLATION) FELLOW

G. FRANK HANAWAY (ARCHITECTURAL ACCESSIBILITY) FELLOW

DATES FOR 2003	SPRING '03	SUMMER'03	FALL '03
Deadline for applications (to be in the GCD Office)	January 17th	June 6th	September 19th
Interviews of Applicants at 11 AM Wednesday	January 22 nd	June 11 th	September 24 th
Notification of selection week of	January 27 th	June 16 th	September 29 th
Fellows' orientation meeting	February 3 rd	July 23 rd	October 7 th
Fellowship completed by the	end of June	end of August	end of January

RI Governor's Commission on Disabilities Fellowships

PROGRAM DESCRIPTION

The Governor's Commission on Disabilities (GCD) Fellowships provide semester long part-time placements with the Commission in Cranston, RI, working on disability policy and research. The Fellow will assist one of the committees and, through individualized learning experiences, become familiar with procedures used to design and implement disability policy. Mentor experiences will introduce the Fellow to disability policy issues and actions at the local, state, and federal levels. The Governor's Commission on Disabilities is an independent state agency responsible for reviewing all state laws, programs, and policies concerning children and adults with disabilities and making policy recommendations to the Governor and the General Assembly.

THE FELLOWSHIP OFFERS

As a GCD Fellow, you will be assigned to a specific placement, providing assistance to the Commission in disability policy. The fellowship offers you a unique opportunity to:

- ◆ Gain perspective on the role and responsibility of the Commission;
- ◆ Expand your knowledge of national/state disability programs, policy issues and research;
- ◆ Meet with decision makers, experts and critics in disability and related policy fields and;
- ◆ Develop networks with local, regional, and national based experts, and researchers who can assist in career development and future endeavors.

The Commission will provide a living expense stipend of \$2,500 during the semester and reimbursement for authorized travel.

WHAT YOU OFFER THE FELLOWSHIP

As a GCD Fellow, you will provide assistance to the Commission as it relates to disability policy and / or the formulation of legislation. At least one GCD Fellowship is available each semester. Students wanting to see the "policy" side as opposed to the "clinical" side of the human service system would find the fellowships a worthwhile experience. The "**Mary Brennan Fellow**" assists in the Commission's public relations activities, updating the Commission's Website and editing a monthly newsletter. The "**Edward J. Schroeder Fellow**", which is only offered in the spring, tracks legislation, edits a weekly news bulletin and assists in the development of legislation impact statements for the Governor and General Assembly. A Complete description of each of the fellowships is attached.

The Commission also offers an internship (without a stipend) for credit with its weekly cable TV program **ABLE TOO....** It is a public affairs program by and about people with disabilities. The Cable TV Intern may assist in:

- The selection and booking of guests;
- Briefing the host(s);
- Production in studio and on-location; and
- Post-production editing (and captioning for the deaf).

ABLE TOO... is taped on the second Tuesday evening of each month. The Commission requires and works with the student to arrange for college credit for the internship.

RI Governor's Commission on Disabilities Fellowships

ELIGIBILITY

This program is designed for individuals with demonstrated leadership and expertise in policy and research affecting people with disabilities. Candidates must:

- ◆ Have completed at least 3 semesters of college-level study;
- ◆ Be enrolled as a full or part-time student in an accredited college or university in Rhode Island;
- ◆ Have leadership ability;
- ◆ Have the endorsement of a current/former supervisor;
- ◆ Have approval on the part of the college/university to receive credit for the fellowship if selected;
- ◆ Have the ability to participate in the semester-long program in Rhode Island for at least two hundred and forty (240) hours during the semester; and
- ◆ Demonstrate the ability to perform the duties of the fellowship (see list of duties on the attached pages).

APPLICATION PERIODS

The Commission accepts applications in September for the Fall Semester, January for the Spring Semester, and June for the Summer Semester. See the front cover for the deadline for the coming semester or contact the Commission at (401) 462-0100 [voice] 462-0101 [tty] 462-0106 [fax] or you can e-mail us at disabilities@gcd.state.ri.us.

EQUAL OPPORTUNITY

The Commission urges college students with disabilities, from minority groups, and those enrolled in a course of study in education or human services for persons with disabilities to apply.

HOW TO APPLY

To be considered by the selection panel applicants must be eligible and submit all the requested information to the:

GCD Fellowship Selection Committee
Governor's Commission on Disabilities
John O. Pastore Center (formerly the Howard Complex)
41 Cherry Dale Court
Cranston, RI 02920-3049

Applicants will only be considered if all the information requested (see next page) has arrived at the Commission's office by the deadline listed on the cover. Please submit all the information together in one envelope/folder. The only information that may be submitted late is the approval to receive credit from the college.

RI Governor's Commission on Disabilities Fellowships

APPLICATION FORMAT

- **Biographical data:** A listing of the following information on a single sheet or two:
 - * Name, home & school addresses, and day time telephone numbers;
 - * Education data (including universities or colleges attended, major fields, degree(s) granted and dates);
 - * Employment history for two most recent positions (including title and dates, name of employer, and description of duties), and
 - * Life experience(s) related to people with disabilities
- **Narrative Statement:** A one-page typewritten description (ASCII disk or audiotape) identifying:
 - * Which Fellowship(s) you are interested in;
 - * Why you are applying for that (those) Fellowship(s);
 - * What skills and experience you offer the Commission;
 - * What you expect to gain and how will you use the knowledge and skills gained after you complete your fellowship; and
 - * A description of your ability to perform the duties of the fellowship(s) [see list of duties on the attached pages]
- **Letter of Recommendation:** A letter of recommendation from a current or most recent supervisor (i.e. employer, teacher, counselor) describing your:
 - * Skills and abilities as they relate to the duties of the fellowship(s);
 - * Ability to work with groups; and
 - * Relationship to the supervisor (i.e. employer/ employee, teacher/ student, counselor/ client).
- **College Credit:** A letter from your college/university stating that if you are selected, the college will award credit for the fellowship.

INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED

The only information that may be submitted beyond the deadline is the letter from the college / university-indicating credit would be awarded for completion of this fellowship.

RI Governor's Commission on Disabilities Fellowships

1. MARY BRENNAN (PUBLIC AWARENESS) FELLOW

(Available Spring, Summer, & Fall Semesters)

The Fellow's duties include:

1. Assisting in the Commission's public relations activities, including:
 - a) Editing a monthly newsletter – reporting on the activities of the Commission, its Committees, staff and volunteers;
 - b) Drafting press releases;
 - c) Event planning; and
 - d) Other public relations activities.
2. Updating the Commission's website:
 - a) Regarding changes in RI Disability Law enacted during the most recent session of the RI General Assembly; and
 - b) Information on the Americans with Disabilities Act (ADA) and other state/federal disability rights laws, regulations, and technical information.
3. Disability Rights and Services Information:
 - a) Assist in answering telephone inquiries regarding federal and state disability rights and services, utilizing CD-ROM searches of disability law, case law, regulations, and technical manuals;
 - b) Assist in preparing and mailing information in response to specific telephone inquiries from businesses, organizations, or individuals; and
 - c) Assist in preparing general information packets on the federal/state laws and regulations regarding accessibility to and the use of facilities, programs, services, and employment opportunities by individuals with disabilities, as well as tax credits and other benefits of accessibility, and mailing them as requested.
4. Preparing a monthly status report on:
 - a) Updating the Commission's Website's RI Disability Law Guide to the Legislation Committee; and
 - b) ADA public awareness and disability rights and service inquiries to the ADA Public Awareness Subcommittee.
5. Observing the rules of confidentiality regarding the privacy of the parties and cases before the Commission.

RI Governor's Commission on Disabilities Fellowships

2. EDWARD J. SCHROEDER (LEGISLATION) FELLOW **(Available Spring Semester Only)**

The Fellow's duties include:

1. Reviewing each bill introduced into the Rhode Island General Assembly to identify those that might impact on the quality of life of individuals with disabilities (children or adults).
2. For each bill identified as impacting on the lives of individuals with disabilities, writing a summary that includes:
 - a) a brief concise description of the intent of the bill,
 - b) the names of the sponsors of the bill,
 - c) the committee the bill has been assigned to,
 - d) the date the bill was introduced,
 - e) the area the bill is most likely to impact on [appropriation, civil rights, health care, social services, education, employment, independent living, etc.],
 - f) the current laws to be amended by the bill.
3. Tracking the movement of each bill, through hearings, amendments, votes, etc.
4. Editing a weekly newsletter that includes the summaries of bills, and reports on any changes to the bills throughout the legislative session, including:
 - a) dates of hearings,
 - b) outcomes of the hearings,
 - c) a description of how any amendment to a bill, changes the original description of the bill;
 - d) dates for votes by the House or Senate,
 - e) the number of votes for and against the bill,
 - f) the committee the bill has been assigned to after passage by the House or Senate,
 - g) the action of the Governor on bills passed by both House and Senate, and
 - h) the effective date of any bills signed into law.
5. Preparing a monthly status report on bills the Legislation Committee is interested in, and reporting to the Committee at their monthly meeting on bills.
6. Observing the rules of confidentiality regarding the privacy of the parties and cases before the Commission.

RI Governor's Commission on Disabilities Fellowships
3. G. FRANK HANAWAY (ARCHITECTURAL ACCESSIBILITY) FELLOW
(Available Spring Semester)

The Fellow's duties include:

1. Assisting the Commission's Civil Rights enforcement and technical assistance activities including:
 - a) Processing of discrimination complaints relating to architectural barriers;
 - b) On Site Investigations of those complaints;
 - c) Researching case law regarding those complaints;
 - d) Complaint resolution; and
 - e) Architectural Plan Reviews
2. Disability Rights and Services Information:
 - a) Assist in answering telephone inquiries regarding federal and state disability rights and services, utilizing CD-ROM searches of disability law, case law, regulations, and technical manuals;
 - b) Assist in preparing and mailing information in response to specific telephone inquiries from businesses, organizations, or individuals; and
 - c) Assist in preparing general information packets on the federal/state laws and regulations regarding accessibility to and the use of facilities, programs, services, opportunities by individuals with disabilities, as well as tax credits and other benefits of accessibility, and mailing them as requested.
3. Preparing a monthly status report on:
 - a) Updating the Commission's Website's relating to architectural accessibility; and
 - b) ADA technical assistance and disability rights and service inquiries to the ADA Accessibility Subcommittee.
4. Observing the rules of confidentiality regarding the privacy of the parties and cases before the Commission.